

PROGRAMS

SCHOLARSHIPS
AWARDS



SKILLS ONTARIO
SUMMER CAMPS

YOUNG
WOMEN'S
INITIATIVES

EXPERIENTIAL

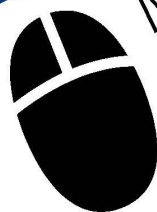
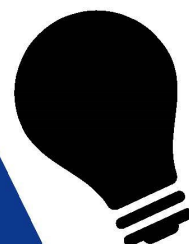


AFFILIATION
IN-SCHOOL PRESENTATIONS

VOLUNTEER
OPPORTUNITIES

EXHIBITOR INFORMATION PACKAGE FOR THE CAREER EXPLORATION SHOWCASE

SKILLS ONTARIO COMPETITION TORONTO CONGRESS CENTRE MAY 4 & 5



MENTORSHIP
OPPORTUNITIES
CARDBOARD BOAT RACES



EMPLOYMENT
OPPORTUNITIES
APPRENTICESHIP
RESOURCES



SkillsCompétences
Canada **Ontario**

2020

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Please ensure all individuals staffing your booth have received and read this package so as to be aware of the rules and procedures, including safety and equipment/materials handling, that are enforced at the Career Exploration Showcase.

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SHOW SCHEDULE

Exhibitor Move In & Set Up Career Exploration Showcase Hours Exhibitor Move Out & Tear Down

EXHIBITOR MOVE IN & SET UP

DATE	HOURS	DETAILS
Friday, May 1, 2020*	9:00 am - 4:00 pm	* If you wish to set up on Friday, you must contact Paul at pclipsham@skillsontario.com to confirm
Saturday, May 2, 2020	9:00 am - 4:00 pm	Heavy deliveries must be received prior to 10:00 am
Sunday, May 3, 2020	9:00 am - 4:00 pm	Booths must be set up by 5:00 pm

Any material supplied by Skills Ontario will remain the property of Skills Ontario. Exhibitors are responsible for the loss of any Skills Ontario materials associated with their booths and shall compensate Skills Ontario in the event of loss or damage.

CAREER EXPLORATION SHOWCASE HOURS

Exhibitors and exhibits must be present for both days of the Career Exploration Showcase.

DATE	HOURS	DETAILS
Monday, May 4, 2020	9:00 am - 3:30 pm	Exhibits must be set up by 9:00 am or Skills Ontario reserves the right to re-assign your booth to another Exhibitor.
Tuesday, May 5, 2020	9:00 am - 3:30 pm	Exhibitors must NOT dismantle their booth before 3:30pm.*

* Please note competitors enter the building by 7:00 am to register for their contest site. While there are not visitors touring the booths, the general public will be in the booth areas.

EXHIBITOR MOVE OUT & TEAR DOWN

DATE	HOURS	DETAILS
Tuesday, May 5, 2020	3:30 pm - 6:00 pm	
Wednesday, May 6, 2020	9:00 am - 4:00 pm	Tear-down involving heavy equipment begins at 10:00am .

* Exhibitors must NOT dismantle their booth before 3:30 on Tuesday May 5, 2020. Failure to comply with this request could result in forfeiting the right to exhibit at the Career Exploration Showcase in future years. Items stored by Skills Ontario in contest sites during the show will not be accessible until after 6:30 Tuesday , May 5, 2020.

Skills Ontario is not responsible for the loss or damage of any items left at the facility. All items/freight left as of 4pm on Wednesday, May 6, 2020 will be considered abandoned. All abandoned freight will be disposed of.

Show Checklist & Deadlines Incorporating Interactive Components

SHOW CHECKLIST & DEADLINES

Skills Ontario

By Friday, April 3, 2020

- ☐ Online Exhibitor Registration Form completed
- ☐ Extra table and chair requests submitted
- ☐ Requests for approval of hazardous materials to be brought onsite submitted
- ☐ MSDS for all material identified by WHIMIS submitted
- ☐ Lunch orders submitted to Skills Ontario

By Friday, April 10, 2020

- ☐ Requests for approval of structures over 10' high submitted
- ☐ Lunch orders submitted to Skills Ontario
- ☐ Requests for approval of structures over 10' high submitted

Showtech Power and Lighting

By Wednesday, April 15, 2020

- ☐ All electrical needs ordered through Showtech
Skills Ontario will not be providing any complimentary electrical outlets within the booth space SHOWTECH order forms can be found online at www.skillsontario.com/exhibitors.

Freeman Audio Visual

By Friday, April 10, 2020

- ☐ Internet ordered through Freeman Audio Visual
Freeman AV order forms can be found online at www.skillsontario.com/exhibitors.

Hahn Rentals

By Friday, April 10, 2020

- ☐ Carpet and equipment rentals ordered through HAHN RENTALS
AHN Rentals Equipment & Show Rental Package can be found online at www.skillsontario.com/exhibitors.

INCORPORATING INTERACTIVE COMPONENTS

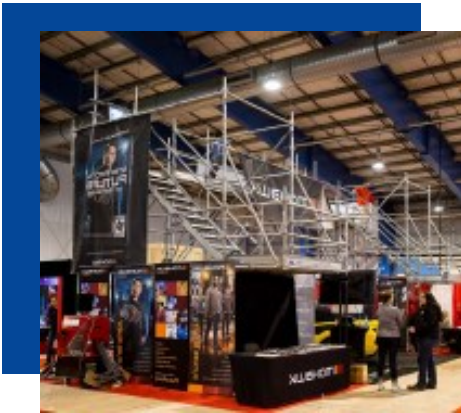
Exhibitors are required to incorporate at least one interactive component related to the skilled trades and/or technologies into their display.

When planning your booth and its interactive components, please keep in mind the age range of our participants. The majority of our attendees on Monday are grade 7/8 students and Tuesday will see many more grade 9-12 students as well as competitors attending from the surrounding contests.



SAFETY REQUIREMENTS

The tradeshow industry has stringent safety standards, which Skills Ontario adheres to. The following precautions must be followed by exhibitors:



STRUCTURES OVER 10' HIGH By Friday, April 10, 2020

Approval from Skills Ontario must be obtained for any planned structure over 10 feet high.

All working at height safety standards must be adhered to when considering a structure over 10' high.

Skills Ontario will require any unauthorized structures to be disassembled. Specific times may be assigned for large structures to be built. During these times our sites will be designated as Construction Areas and will require all showcase exhibitors who are onsite to wear the personal protective equipment (PPE) described in the next section.

REQUIRED PPE (PERSONAL PROTECTIVE EQUIPMENT)

All individuals who plan to be onsite during setup or tear-down must provide their own PPE. Skills Ontario does not provide PPE.

As all Skills Ontario Competition sites are defined as Industrial Establishments, PPE (CSA approved steel-toed shoes/boots) must be worn at all times during set-up and tear-down, regardless of the complexity of your booth set-up. Especially in areas designated as Construction Areas, this will be strictly enforced. These times will be communicated to exhibitors prior to setup times.

BRINGING HAZARDOUS MATERIALS ONSITE By Friday, April 3, 2020

Approval from Skills Ontario must be obtained for any hazardous materials that are to be brought onsite at any time. Any material (hazardous or not) identified by WHMIS must be accompanied by the appropriate Material Safety Data Sheets (MSDS).

EMERGENCY PROCEDURES

An Event Safety Manual will be posted online at www.skillsontario.com/exhibitors before the show dates with detailed instructions in case an emergency situation should arise.

Exhibitors should familiarize themselves with the Event Safety Manual and the posted emergency exits. In the event of an emergency situation that requires evacuation, exhibitors are responsible to evacuate themselves and their staff from the building. All specific instructions will be included in the Event Safety Manual.

Electrical & Special Requirements Large Item Delivery & Set-Up

ELECTRICAL & SPECIAL REQUIREMENTS

By Wednesday, April 15, 2020

All electrical equipment must be CSA approved and have proof of approval present or it will not be hooked up. All electrical needs must be ordered through SHOWTECH.

Advanced pricing is available until April 15, 2020. Regular price is available from April 18th to May 30, 2020. ORDERS PLACED ON SITE (I.E. DURING MOVE-IN) WILL BE CHARGED 10% ADDITIONAL TO THE REGULAR PRICE.

SHOWTECH order forms are available online at www.skillsontario.com/exhibitors.

Skills Ontario is not responsible for damages or expenses incurred due to power surges, spikes or loss of power during, before or after the show.

CONNECTING ELECTRICAL EQUIPMENT

Ensure you are following these guidelines when plugging in any piece of electrical equipment.

All outlets are supplied to the back of the booth unless otherwise specified. No electrical wires are permitted to run under the carpet or flooring. Permanent building receptacles and columns are not part of booth spaces and may not be used by exhibitors.

The Electrical Safety Code requires that any electrical equipment which is being displayed, offered for sale or used in the show must be approved and be marked with a CSA approval sticker (or approved alternate). Enforcement for this regulation is vested in the Electrical Safety Authority.

In the interest of public safety, exhibits and contest areas are inspected each year by the Electrical Inspector to determine if any violations exist. For additional information please visit www.esa-safe.com.

Skills Ontario and its agents reserve the right to inspect any and all equipment and materials which a vendor/exhibitor may wish to have connected to the facility's power sources and/or may wish to use while in the facility. Only those authorized by Skills Ontario are permitted to make a connection to any of the building's electrical or mechanical sources.

LARGE ITEM DELIVERY & SET-UP

By Friday, April 10, 2020

If any items must be driven into your space to be dropped off, times must be arranged with the Career Exploration Showcase Coordinators prior to April 10, 2020.

All installations and connections to be made to the building's sources of water and/or all connections with drains, must be made by an authorized Toronto Congress Centre employee, or an individual authorized by the Toronto Congress Centre and Skills Ontario.

All requests must be submitted with documentation regarding preferred locations, specifications and any special requirements, and will be subject to additional charges pending approval by Skills Ontario*.

All large items must arrive on Wednesday, April 29, 2020, unless otherwise specified. If delivery is delayed, we cannot guarantee any items arriving after noon on Friday, May 1, 2020 will be transported to your booth, unless arranged in advance with Skills Ontario.

All special requests are subject to review and are not guaranteed until confirmed by Skills Ontario. Skills Ontario reserves the right to inspect any and all equipment and materials which a vendor/exhibitor may wish to have connected to the facility's power sources and/or may wish to use while in the facility. Only those authorized by Skills Ontario are permitted to make a connection to any of the building's electrical or mechanical sources.

ADDITIONAL EQUIPMENT RENTALS

EACH EXHIBIT IS SUPPLIED WITH:

- One 8' skirted table with two chairs^
- Two staff lunches per day per exhibit*
- 8' back drape
- 3' side drapes
- Listing in the Competition Guide
- Listing and link on the Career Exploration Showcase webpage at www.skillsontario.com/showcase.

Booths are not carpeted. Carpet can be ordered through HAHN Rentals (www.skillsontario.com/exhibitors).

Extension cords and power bars are not provided. Please ensure you bring enough cords for your space.

^To order additional tables and chairs please indicate the total number required on your registration form.

LUNCH ORDERS

*Additional Lunches: \$20 per lunch. This is a change from previous years when each booth received two lunches. Also new - no additional lunch tickets will be given out onsite - if extra show staff attend, lunch can be purchased from vendors available throughout the venue. Ensure that accurate numbers for lunches are communicated to pclipsham@skillsontario.com by APRIL 3, 2020. Extra lunch costs will be included in your final invoice. No extra lunch vouchers will be available onsite.

INTERNET

Free Wi-Fi is NOT available throughout the Toronto Congress Centre. If your exhibit requires a Wi-Fi or Direct Connection please order through Freeman AV. Freeman AV order forms can be found at www.skillsontario.com/exhibitors.

SHOW SERVICES

Interested in renting carpet, TV's, specialty tables, or backdrops?

HAHN Rentals is the official show service provider of the Skills Ontario Competition and Career Exploration Showcase.

All show service options available through HAHN Rentals can be found in our Equipment & Show Rental Package, available on our website at: www.skillsontario.com/exhibitors.



Accommodations
Shipping Materials in Advance of the Show

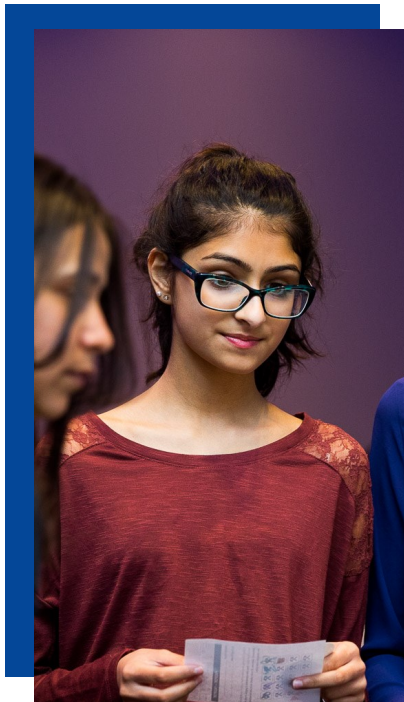
ACCOMMODATIONS

All exhibitors are responsible for making their own reservations directly with your hotel of choice. Be sure to reserve your room early! No rooms are blocked off for Career Exploration Showcase Exhibitors at any area hotels. Rooms fill up quickly as over 2,300 competitors, advisors and volunteers are traveling to the Skills Ontario Competition and Career Exploration Showcase.

RECOMMENDED HOTELS

- Holiday Inn Toronto Airport East
- Hotel Carlingview Toronto Airport
- Radisson Toronto Airport
- Residence Inn Toronto Airport

SHIPPING MATERIALS IN ADVANCE OF THE SHOW



Direct shipments may not arrive at the Toronto Congress Centre before Wednesday, April 29, 2020. Any material received prior to Wednesday, April 29, 2020 will not be received by Skills Ontario staff, and may not be accepted or held by Toronto Congress Centre staff.

Materials can be delivered during the following dates:

- Wednesday, April 29, 2020
- Thursday, April 30, 2020
- Friday, May 1, 2020
- Saturday May 2, 2020 **before noon**

Sample Shipping Label:

Toronto Congress Centre
650 Dixon Road
Toronto, ON M9W 1J1

Attn: Paul Clipsham
Skills Ontario, Career Exploration Showcase 2020
From: ****Your Organization Name Here****
Booth(s): ****Your Booth Number(s) Here****

Onsite storage during the show is not widely available, and must be pre-arranged through Skills Ontario. A charge of \$50 per skid will be applied up to a maximum of 3 skids per organization. If you have not pre-arranged onsite storage with Skills Ontario by Monday, April 20, 2020, you will be required to transport your materials offsite by 4pm Sunday, May 3, 2020 and return no earlier than 6pm Tuesday, May 5, 2020.

SHOW RULES & REGULATIONS

UNLOADING AND LOADING

Unloading and loading of booth materials is located at loading docks 5, 6, & 7. If you require unloading of materials on to a loading dock area, please arrange with Skills Ontario prior to Monday, April 20, 2020.

Upon arrival, specify to the shipping/receiving staff that you are unloading material for the Career Exploration Showcase. If you have any questions or concerns, please approach anyone with a radio and ask them to contact Paul Clipsham or Lawrence Rayner, Career Exploration Showcase Coordinators.

FORKLIFT USAGE

If you require the use of a forklift, please connect with the Marshal or Skills Staff in your area. They will arrange for someone with a forklift to assist you. Forklifts do not need to be scheduled ahead of time. Do not operate the forklifts, as we have trained and certified forklift drivers onsite.

TRAILERS

Parking for large trucks and trailers will be specifically marked in the back lots of the Congress Centre Parking Lots.

POST-SHOW SHIPMENTS

Exhibitors are responsible for arranging all aspects of post-show shipments, including placing labels, way bills, and scheduling the pick up of any equipment and materials brought in.

If your departing materials are being returned to you via a third party - booth staff must provide the appropriate bills of lading and any necessary paperwork Skills Ontario staff. The shipment must be packaged appropriately for pick-up. Your shipments must be shipped pre-paid on your own account, including all applicable customs and freight charges.

All items must be picked up by 4pm on Wednesday, May 6, 2020. Skills Ontario will not hold any material in storage past 12pm on Thursday, May 7, 2020 and will not be responsible for any lost or damaged items.

SECURITY AND INSURANCE

Exhibitors are required to provide a staff member in their booth during the show hours listed in the Show Schedule. It is the exhibitors responsibility to attend to their booth's security during show times.

Outside of show times, the entire venue will be secured, and after hours security will be provided. Skills Ontario does not accept responsibility for the goods and equipment left at exhibitor booths. Exhibitors are reminded that insurance for goods and services should take effect from the day the goods are delivered to the venue and should remain in effect until the exhibit materials are removed.

BEST BOOTH AWARDS

Winning Booths will be awarded between 2pm-3:30pm on Monday, May 4, 2020. Every booth at the Career Exploration Showcase will be evaluated by a panel of judges on Monday May 4, 2020.

ELIGIBILITY & CRITERIA

To qualify for this award, booths must have registered with Skills Ontario as part of the Career Exploration Showcase, and must adhere to the outlined 2020 Career Exploration Showcase hours of operation.

Booths will be judged by the following criteria:

- 1) Interactivity - Is the booth able to balance skilled trades and technology education with entertainment through an interactive activity?
- 2) Educational Value - Can the visitor walk away with new knowledge of skilled trade or technology skills?
- 3) Relevance to Skilled Trades and Technologies - Is the booth promoting careers in the skilled trades or technologies?
- 4) After Effect - Will the visitor remember the booth and the skilled trade or technology activity they experienced?

CATEGORIES

First and second place awards will be awarded to exhibitors in three categories:

- Large Booth category
(Four or more 10'x10' spaces)
- Medium Booth category
(Two to three 10'x10' spaces)
- Small Booth category
(One 10 x 10 space)

AWARDS

First place booths will receive:

- One free booth at the 2020 Career Exploration Showcase.

First and Second place booths will receive:

- A trophy to display in the booth during the 2020 Career Exploration Showcase
- Recognition in the Skills Ontario Newsletter, Summer 2020



CONTACT INFORMATION

CONTACT INFORMATION

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